

# REGISTRAR OF VOTERS

## CÔNG VIỆC LÀM TẠM THỜI

### LOẠI CÔNG VIỆC

- THƯ KÝ TỔNG QUÁT (TRẢ LỜI ĐIỆN THOẠI, ĐÁNH MÁY DỮ KIỆN VÀO MÁY ĐIỆN TOÁN, SẮP XẾP HỒ SƠ)
- XEM LẠI CÁC MẪU ĐƠN
- SOẠN VÀ SẮP XẾP THƯ TỪ ĐỂ GỬI (ĐÒI HỎI PHẢI NÂNG NHẮC NHẹ)
- ĐÓNG GÓI ĐỒ TIẾP LIỆU VÀ NHỮNG CÔNG VIỆC KHÁC TRONG NHÀ KHO (ĐÒI HỎI PHẢI KHIÊNG ĐỒ VẬT NẶNG)
- TUYỂN MỘ NHÂN VIÊN PHÒNG PHIẾU
- HUẤN LUYỆN NHÂN VIÊN PHÒNG PHIẾU

### TIỀN LƯƠNG

LƯƠNG MỖI GIỜ TỪ \$8.76 ĐẾN 17.61 TÙY THEO SỰ HIỂU BIẾT VÀ KHÓ KHĂN CỦA CÔNG VIỆC

### NIA ĐIỂM

VĂN PHÒNG KEARNY MESA Ở SỐ 5201 RUFFIN ROAD, SUITE I (PHIA ĐÔNG NAM GÓC ĐƯỜNG CLAIREMONT MESA BOULEVARD VÀ RUFFIN ROAD GIỮA 163 VÀ I-15



*CHÚNG TÔI  
SẼ HUẤN LUYỆN  
CHO QUÝ VỊ*

# Registrar of Voters

Personnel (858) 495-5153  
TDD (858) 694-3441

5201 Ruffin Road, Suite I, San Diego, CA 92123-1620  
P. O. Box 85656, San Diego, California 92186-5656

Mail Stop O34

## Temporary Employment Application

**Must be at least 18 years of age**

**Social Security Card:** Must be presented at time of employment.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Last) (First) (MI)

Address: \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip)

Phone: \_\_\_\_\_ / \_\_\_\_\_ Email Address: \_\_\_\_\_  
(Day) (Evening)

**Political candidates or their relatives will not be employed with the Registrar of Voters.**

- Are you a political candidate or related to a political candidate? ☐no ☐yes
- Are you currently employed by the County of San Diego? ☐no ☐yes; Department: \_\_\_\_\_ WDN: \_\_\_\_\_
- Are you currently retired from the County of San Diego? ☐no ☐yes; Department: \_\_\_\_\_
- Are you a poll worker? ☐no ☐yes
- Are you bilingual? ☐no ☐yes; Language: \_\_\_\_\_
- Check which shifts you can work: ☐days, ☐nights, and/or ☐weekends
- Are you willing to work overtime? ☐daily ☐weekends
- What types of work do you prefer? \_\_\_\_\_
- How did you learn of this temporary employment opportunity? \_\_\_\_\_

**Please complete the reverse side of this form, and then complete the section below. Use the codes on the reverse to mark the areas below in which you have experience and/or education:**

### Office Skills/Knowledge:

Code(s)

\_\_\_\_ Computer Skills: \_\_\_\_ Word \_\_\_\_  
\_\_\_\_ Excel \_\_\_\_ Internet \_\_\_\_ E-Mail \_\_\_\_  
\_\_\_\_ Hardware \_\_\_\_ Software \_\_\_\_  
\_\_\_\_ Data Entry \_\_\_\_ WPM  
\_\_\_\_ Typing \_\_\_\_ WPM  
\_\_\_\_ Desktop Publishing Software  
\_\_\_\_ Word Processing  
\_\_\_\_ Mapping/Drafting/Surveying/GIS

Code(s)

\_\_\_\_ Public Contact (Person to Person)  
\_\_\_\_ Public Contact (Telephone)  
\_\_\_\_ Accounting or Fiscal  
\_\_\_\_ Training  
\_\_\_\_ Personnel or Payroll  
\_\_\_\_ Filing and Sorting  
\_\_\_\_ Proofing  
\_\_\_\_ Stuffing Envelopes

### Warehouse Skills/Knowledge:

Code(s)

\_\_\_\_ Forklift Driver-Certified: ☐no ☐yes  
\_\_\_\_ Heavy Lifting (up to 50 lbs.)  
\_\_\_\_ Assemblyline

Code(s)

\_\_\_\_ Stock Clerk  
\_\_\_\_ Product Inspector  
\_\_\_\_ Copy Machine Operator

Have you ever been convicted of an offense against the law? ☐no ☐yes You may omit: (1) traffic violations for which you paid a fine of \$100. or less; (2) any offense committed before your 21<sup>st</sup> birthday which was finally adjudicated in a juvenile court or under a Youth Offender law; and (3) misdemeanors over ten years ago. If you answer "yes", please indicate the following:

Date \_\_\_\_\_ Charge \_\_\_\_\_ City/State \_\_\_\_\_

Court \_\_\_\_\_ Disposition of Case \_\_\_\_\_

(Please attach an additional sheet of paper to indicate additional offense(s) or additional information)

**Your employment is contingent upon passing the required Background Check. If a 'Fail' decision is received from the Risk Division of Human Resources, we are required to terminate your employment.**

If required by position, do you have a valid California driver's license? ☐no ☐yes

List any other job-related licenses/certificates that you may have: \_\_\_\_\_

**EDUCATION/TRAINING:** Include education/traning that demonstrates your qualification for this position. Start with the most recent. Use the education/training code number on the left in completing other parts of the application. Verification may be required for positions with specific

CODE	DATE	NAME AND LOCATION	TYPE OF PROGRAM OR COURSE	DIPLOMA/DEGREE/ CERT/UNIT
1				
2				
3				

**EXPERIENCE:** Include **all** employment experience for the past ten years. Start with most recent and work back. Experience may be paid or unpaid, full time or part time. Use the experience code letters on the left in completing other parts of the application. Attach additional sheete if more space needed.

CODE	DATE	EMPLOYER'S NAME & ADDRESS	EXPERIENCE
A	From:		Official Title:
	To:		Duties :
	Total:		
	Yrs. Mos	Verify by Calling:	
	Hrs/week	Name:	
	Salary:	Telephone:	Reason for Leaving :
CODE	DATE	EMPLOYER'S NAME & ADDRESS	EXPERIENCE
B	From:		Official Title:
	To:		Duties :
	Total:		
	Yrs. Mos	Verify by Calling:	
	Hrs/week	Name:	
	Salary:	Telephone:	Reason for Leaving :
CODE	DATE	EMPLOYER'S NAME & ADDRESS	EXPERIENCE
C	From:		Official Title:
	To:		Duties :
	Total:		
	Yrs. Mos	Verify by Calling:	
	Hrs/week	Name:	
	Salary:	Telephone:	Reason for Leaving :
CODE	DATE	EMPLOYER'S NAME & ADDRESS	EXPERIENCE
D	From:		Official Title:
	To:		Duties :
	Total:		
	Yrs. Mos	Verify by Calling:	
	Hrs/week	Name:	
	Salary:	Telephone:	Reason for Leaving :

MAY WE CONTACT EMPLOYERS LISTED? ☐ YES ☐ NO (IF NO, please indicate code letter (s) \_\_\_\_\_)

OTHER NAME UNDER WHICH YOU ARE KNOWN: \_\_\_\_\_

**CONSENT TO RELEASE OF INFORMATION:** I consent to the release of information for use in determining my eligibility, qualifications, and selection consideration about my work record, job performance, character, ability and fitness by employers, school, law enforcement agencies and the other individuals and organizations to authorized employees of the County of San Diego. I hereby release you, your organization, current or previous employers, or other from liability or damage that may result from furnishing the requested information.

**CERTIFICATE OF APPLICANT:** I certify that all statement and information provided in this application and any attachments are true, and I understand that any false or misleading statements or omission of material facts may forfeit my right to employment cosiderations by the County of San Diego.  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_